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MINUTES

OF THE

CIA CAREER SERVICE BOARD

23rd Meeting, Thursday, 25 February 1954, at 4:00 p.m.
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman

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~~Matthew Baird~~, Director of Training, Member

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~~[REDACTED]~~, Deputy Chief, PP, Member

~~[REDACTED]~~, DAD/O, Member

~~[REDACTED]~~, AD/Communications, Member

Harrison G. Reynolds, AD/Personnel, Member

~~Huntington Sheldon~~, AD/I, Alt. for DD/I, Member

L. K. White, ADD/A, Member

~~Frank G. Wisner~~, DD/P, Member

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~~[REDACTED]~~, AD/CD, Guest

~~[REDACTED]~~, Executive Secretary

~~[REDACTED]~~, Secretariat

~~[REDACTED]~~, Reporter

1. The Board approved the minutes of the 22nd meeting held 18 February 1954 without change.

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2. The Chairman then introduced Colonel ~~[REDACTED]~~, DAD/CD, who had been invited to the meeting to discuss Career Planning for individuals as it was being conducted in OCD. Col. ~~[REDACTED]~~ prefaced his remarks by saying that he felt that this type of Career Planning was the keystone to the Career Service Program in CIA and that rotation and training were the essential elements of Career Planning.

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He discussed the programming of 24 career plans that had been formulated in OCD. Col. ~~[REDACTED]~~ stated that these plans had been drawn up for from two to three young professionals selected for their potential by each Division Chief in OCD. The 24 plans were developed initially as a joint effort of the individuals and their chiefs. Then these plans were submitted to the OCD Career Service Board. Following review by the OCD Career Service Board, each of the plans has been adopted as an outline covering the individual's prospective development

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over a ten year period. It is recognized that the plans must be flexible and responsive to changing requirements of OCD, the Agency and any other circumstances which might arise to require their modification.

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3. The Board then skipped to item 4 of the Agenda since it was related to Col. ██████ remarks. Mr. Reynolds, AD/Personnel, stated that he was planning to circulate a questionnaire relating to Career Planning within the Office of Personnel. He had been informed that there were other questionnaires in use and felt that such forms would better serve an Agency-wide purpose if they were standardized. It was noted that there was a possible danger in the general use of such questionnaires as they might encourage a belief that large numbers of people would be involved in rotation at the same time. Mr. Reynolds then discussed briefly the condition of the Agency's personnel records and requested cooperation in acquiring documents which belonged in official personnel folders.

4. The Board then discussed item 3 on the Agenda, Mr. Reynolds', Staff Study, "Selective Rotation Program". The Chairman started the discussion by saying that he was opposed to raising the Agency ceiling by 120 slots; that he had assumed more of an exchange of individuals who would become active, productive employees in the office to which they were rotated. The Board agreed that no request to raise the Agency personnel ceiling by 120 would be made.

Col. White commented on the paper by saying he felt that what was proposed was already being accomplished for personnel in the DD (Administration) area.

Mr. Kirkpatrick stated that, as envisaged, the plan was to rotate those GS-5's through 11's who appeared to possess executive potential.

Mr. Baird stated that he felt that the objectives of the proposal could, in many ways, be accomplished by extending the time during which individuals would remain under the direction of the JOT program. He asked that the Board give consideration to this alternative.

The Board agreed to carry the discussion into the next meeting.

5. Under the heading of new business Col. ██████ presented two requests for Career Development Slots from OCD. These were discussed briefly and it was decided to commence formal processing

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of the papers, and give formal consideration at the next meeting. The Chairman stated that he had reviewed the number of employees resigning after completing outside training sponsored by the Agency, and in his opinion there were too many such cases. Mr. Baird pointed out that each employee was required to sign a statement, before being approved for non-CIA training, that he expected to make his career with CIA. The General Counsel had ruled that there was, however, no means by which he could be legally bound.

6. The Board agreed that at the next meeting there would be discussion of an Agency promotion policy.

7. The meeting adjourned at 5:05 p.m.

/s/


Executive Secretary

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